ACTA GEOTECHNICA SLOVENICA

http://zalozba.uni-mb.si/index.php/ags

Intruction for Reviewers

Getting started (user login)

1. Register or Log in to your AGS account. (<u>http://zalozba.uni-mb.si/index.php/ags</u>)

MCS	
HOME ABOUT LOG IN REGISTER Home > ACTA GEOTECHNICA SLOVENICA ACTA GEOTECHNICA SLOVENICA	OPEN JOURNAL SYSTEMS Journal Help USER Username
Namen rovje Ac IA SOUTECHNICA SOUTECHNE godjavnjaje zazlovozimi u dorecinim Cankov z novim pomenimu podrobj geomenanize im gozeninac, zi obod objerični v privan na zemejne m prakticne Vidik teh področji. ACTA GEOTECHNICA SUCVENICA objavlja članke s področji: mehanika zemljin in kamini, inženirska geologija, okoljna geotehnika, geosintetika, gostehnične konstrukcije, numerične in analitične metode, računalniško modelinnaje, optimalizaja geotehničnih konstrukcij, trenske in laboratorijske preiskave. Članki v reviji so recenzirani s strani priznanih mednarodnih strokovnjakov in zajeti v ustreznih bazah podatkov. Revija redno izhaja dvakrat letno.	Remember me Log in NOTIFICATIONS • <u>View</u> • <u>Subscribe</u> / <u>Unsu scribe</u>
	FONT SIZE INFORMATION • For Readers • For Authors • For Librarians
Login	

Step 1 (View articles for review)

1. Click on Reviewer

HOME ABOUT USER HOME		
Home > User Home		
User Home		
ACTA GEOTECHNICA SLOV	VENICA 0 Active	
My ACCOUNT » <u>Show My Journals</u> » <u>Edit My Profile</u> » <u>Change My Password</u> » <u>Log Out</u>	Reviewer	

2. Click on article title

HOME	ABC	UT	USER HOME							
Home	> User > R	eviewer	> Active Submis	sions						
Act	ive Sul	bmis	sions							
ACTIV	E ARCH	IVE								
ID	MM-DD ASSIGNED	<u>SEC</u>	TITLE					 	DUE	<u>REVIEW</u> ROUND
27	09-14	ART	NASLOV					 	10-12	1
23	08-31	ART	NASLOV V ANG						09-28	1
1 - 2	of 2 Items		×				-			
					Ļ	Article titl	e			

Step 2 (Notify the submission's editor as to whether you will undertake the review.)

1. Response to editor

HOME	ABOUT	USER HOME
Home > Use	r > Reviewer >	> #27 > Review

#27 Review

Submission To B	e Reviewed		
Title	Naslov		
Journal Section	Articles		
Abstract	Povzetek		
Submission Metadata	VIEW METADATA		
Review Schedule			
Editor's Request	2011-09-14		
Your Response	_		
Review Submitted	_		
Review Due	2011-10-12		

Review Steps

- 1. Notify the submission's editor as to whether you will undertake the review.

 Response
 Will do the review I unable to do the review I
- Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission will be made available, if and when reviewer agrees to undertake review

3.	Click on icon to fill in t	he review form.
	Review Form 🤍	

- 4. In addition, you can upload files for the editor and/or author to consult. Uploaded files None Browse... Upload
- 5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. Recommendation Choose One
 Submit Review To Editor

Will do / unable to do review

2. Send e-mail to editor

НОМЕ	ABOUT	USER HOME
Home > Use	r > Reviewer	> Email
Send E	Email	
To CC BCC		Revija AGS <ags@uni-mb.si> Add Recipient Add BCC Add Recipient Add BCC Send a copy of this message to my address (bostjankohne@gmail.com)</ags@uni-mb.si>
Attachments	;	Browse Upload
From		"Bostjan Review" <bostjankohne@gmail.com></bostjankohne@gmail.com>
Subject		[AGS] Able to Review
Body		Revija AGS: I am able and willing to review the submission, "Naslov," for ACTA GEOTECHNICA SLOVENICA. Thank you for thinking of me, and I plan to have the review completed by its due date, 2011-10-12, if not before. Bostjan Review
Send Ca	ncel Skip Er	Send e-mail

Step 3 (download and review (on screen or by printing) the files associated with this submission)

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#27 Review

Submission To Be Reviewed

Title	Naslov
Journal Section	Articles
Abstract	Povzetek
Submission Metadata	VIEW METADATA

Review Schedule

Editor's Request	2011-09-14
Your Response	2011-09-14
Review Submitted	_
Review Due	2011-10-12

Review Steps

- 1. Notify the submission's editor as to whether you will undertake the review. Response Accepted
- Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission Manuscript <u>27-89-1-RV.JPG</u> 2011-09-02 Supplementary File(s) None
- Click on icon to fill in the review form.
 Review Form
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- 4. In addition, you can upload files for the editor and/or author to consult. Uploaded files None
 Browse....
 Upload
- 5. Select a recommendation and submit the review to complete the process. ou must enter a review or upload a file before selecting a recommendation. Recommendation Choose One Submit Review To Editor

Click on files names to download

Step 4 (Fill review form)

1. Click to fill in the review form

	#27 > Review
#27 Review	
Submission To Be	e Reviewed
Title	Naslov
Journal Section	Articles
Abstract	Povzetek
Submission Metadata	VIEW METADATA
Review Schedule	
Editor's Request	2011-09-14
Your Response	2011-09-14
Review Submitted	_
Review Due	2011-10-12
Keview Steps	
Keview Steps 1. Notify the submission' Response Accepted 2. Click on file names to Submission Manuscrip Supplementary File(s)	s editor as to whether you will undertake the review. download and review (on screen or by printing) the files associated with this submission. t <u>27-89-1-RV.JPG</u> 2011-09-02 None
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2. Fill and save review form

HOME ABOUT USER HOME Home > User > Reviewer > #27 > Review Form Response Review Form Response AGS Review Form Please answer the questions with YES, NO or PARTLY, and write any comments Is the content of the paper suitable for publication in the Slovenian Geotechnical Review? * © Yes © No Is the manuscript a new and original scientific contribution? \ast © Yes © No Are the structure and length of the paper appropriate? $\ensuremath{^{\ast}}$ © Yes © No Is the clarity of presentation adequate? * © Yes © No Are the conclusions and interpretations supported by the data? \ast © Yes © No Is the title appropriate? * © Yes © No Is the abstract sufficiently clear? * © Yes © No Do the keywords express the content appropriately? $\ensuremath{^{\ast}}$ © Yes © No Are the literature and references adequate? * © Yes © No Are the quality and number of enclosures (figures, tables) appropriate? * © Yes © No Is the paper acceptable for publication? $\ensuremath{^*}$ Is the paper acceptable for in the present form with minor corrections with major corrections unacceptable Probability of citation? * Ves No Partly Save Close * Denotes required Save review form

Step 5 (Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.)

1. Submit review to Editor

HOME ABOUT USER HOME Home > User > Reviewer > #27 > Review #27 Review Submission To Be Reviewed Title Naslov Journal Section Articles Abstract Povzetek Submission Metadata VIEW METADATA Review Schedule Editor's Request 2011-09-14 Your Response 2011-09-14 Review Submitted Review Due 2011-10-12 **Review Steps** 1. Notify the submission's editor as to whether you will undertake the review. Response Accepted 2. Click on file names to download and review (on screen or by printing) the files associated with this submission. Submission Manuscript 27-89-1-RV.JPG 2011-09-02 Supplementary File(s) None 3. Click on icon to fill in the review form. Review Form 🤜 4. In addition, you can upload files for the editor and/or author to consult. Uploaded files None Browse... Upload Г 5. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation. Choo Recommendation -Submit Review To Editor 7 Submit Review to Editor

2. Send e-mail to editor

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Home > User > Reviewer > Emai	I
Send Email	
To CC BCC	Revija AGS <ags@uni-mb.si> Add Recipient Add CC Add Recipient Add CC Send a copy of this message to my address (bostjankohne@gmail.com)</ags@uni-mb.si>
Attachments	Browse Upload
From	"Bostjan Review" <bostjankohne@gmail.com></bostjankohne@gmail.com>
Subject	[AGS] Article Review Completed
Body	Revija AGS: A I have now completed my review of "Naslov" for ACTA GEOTECHNICA SLOVENICA, and submitted my recommendation, "See Comments." Bostjan Review
Send Cancel Skip Email	
	Send e-mail to editor